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2 July 1956

MEMORANDUM TO: Office of Security Deputies, Division, Staff,  
and Branch Chiefs

SUBJECT : Handling of Emergencies

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1. Every emergency which is the result of a happening or incident outside of the routine becomes a matter of security concern. Therefore, the Office of Security must be prepared in the event of any emergency to take appropriate and immediate action to:

- a. Protect the security interests of the Agency and the government,
- b. Assist the person or persons involved in the emergency, and
- c. Advise other components in the Agency as appropriate.

2. [redacted] dated 30 April 1956, titled "Employee Emergencies", specifies responsibilities and prescribes practices for Agency action in the handling of employee emergencies. It requires all concerned to notify the Director of Personnel as expeditiously as possible and provide pertinent information concerning an emergency.

3. In addition to the policies and requirements mentioned above, there are several other principles which must be observed. They are as follows:

- a. The Director of Security personally must be advised immediately of any serious emergency or any emergency concerning a senior Agency official. In addition, his office should be advised for his information, as soon as possible, of any emergency of an unusual nature which may result in inquiries to his office from other sources.

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- b. The Director of Public Relations (Colonel Grogan, SA/DCI) should be advised promptly of any matters which may result in inquiries from the press or in any unusual or unfavorable publicity.
- c. The Personnel Security Division is usually the component of primary responsibility in emergencies involving staff employees.
- d. The Security Support Division is the component of primary responsibility in emergencies involving covert employees or covert matters.

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- f. Matters involving legal or congressional interests should be coordinated with the General Counsel or the Legislative Counsel respectively.
- g. Action in emergencies concerning staff employees overseas should follow the policies, requirements, principles and guides prescribed herein insofar as possible.

4. No inflexible procedures can be prescribed for all emergencies. Each emergency must be handled in a manner appropriate and consistent with the issue involved, based on good judgment, and always with the thought of the possible consequences which might result through neglect, delay or improper handling.

5. As a guide for ready reference and to insure that proper steps are taken in the various types of emergencies which may occur, there is attached a check list indicating, for each type of emergency, the unit

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of primary responsibility and the unit or individual with whom coordination should be effected or from whom assistance should be requested. It is reiterated that this check list is a guide and, where circumstances dictate, the actions taken may deviate from those indicated in the list. In such cases, however, the deviations from the indicated procedures on the check list must be based on sound reasons.

FOR THE DIRECTOR OF SECURITY.

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Executive Officer

Attachment

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CHECK LIST FOR HANDLING EMERGENCIES

NATURE OF EMERGENCY	UNIT OF PRIMARY RESPONSIBILITY	COORDINATE WITH OR GET ASSISTANCE FROM
ACCIDENTS	Pers. Sec. Div.	1) Medical Staff 2) Off. of Assignment 3) Safety Officer
AGENTS, Inquiries regarding	SSD	Area Division or Office concerned
ALIENS, Matters concerning	Alien Affairs Staff	Area Div. or Off. concerned. Defector Committee OO/C
AMNESIA	Pers. Sec. Div.	1) Medical Staff 2) Off. of Pers. 3) Dir. of Pub. Rel. 4) Off. of Assign.
ARRESTS (Major)	Pers. Sec. Div.	1) <input type="text"/> (for police coordination) 25X1A9A 2) Dir. of Pub. Rel. (if indicated)
ARRESTS (Minor)	Pers. Sec. Div.	1) Phy. Sec. Div. (for bail) 2) <input type="text"/> (if necessary) 25X1A9A
ARRESTS (Perversion)	Sec. Res. Staff	Pers. Sec. Div. (for info)
ASSAULT, Personal	Pers. Sec. Div.	<input type="text"/> (for police coordination) 25X1A9A

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NATURE OF EMERGENCY	UNIT OF PRIMARY RESPONSIBILITY	COORDINATE WITH OR GET ASSISTANCE FROM
CLASSIFIED MATTER, Request for Escort of	Phy. Sec. Div. SSD Overseas or under cover cir- cumstances	
COMPROMISES, Security	Phy. Sec. Div.	
COVERT MATTERS	SSD	
CRANKS	Phy. Sec. Div.	DCI Protective Unit
CUSTODY, Require- ment for	SSD	
DANGER TO CIA BLDGS	Phy. Sec. Div.	Safety Officer
DEATHS	Pers. Sec. Div.	25X12) 1) Off. of Pers. 2) [redacted] 3) Dir. of Pub. Rel. 4) Medical Staff 5) Off. of Assignment
DOMESTIC TROUBLES, Acute	Pers. Sec. Div.	If appropriate or necessary: 25X1A) 1) [redacted] (for police coordination) 2) SSD for agent assist- ance
ENTRY, Unauthorized	Phy. Sec. Div.	
ESCORT, Request for personnel	SSD	

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NATURE OF EMERGENCY	UNIT OF PRIMARY RESPONSIBILITY	COORDINATE WITH OR GET ASSISTANCE FROM
ESCORT, Request for (of money or other valuables)	SSD	
ESCORT, Request for classified material	Phy. Sec. Div.	
EXPLOSIVES, Request for approval to transport	Phy. Sec. Div.	
EXPLOSIVES, Request for escort of	SSD	
FIRE	Bldg. Guard	1) Fire Dep't. 2) Phy. Sec. Div. (Fire & Safety Off.)
FLOOD	Phy. Sec. Div.	Public Bldgs. Service
HOME ROBBERY	Pers. Sec. Div.	25X1A9A (for police coordination)
ILLNESS, Serious	Pers. Sec. Div.	1) Medical Staff 2) Off. of Assign. 3) Off. of Personnel
INQUIRIES RE-AGENTS	SSD	
INJURY, Serious	Pers. Sec. Div.	1) Medical Staff 2) Off. of Assign. 3) Off. of Personnel 4) Safety Officer

NATURE OF EMERGENCY	UNIT OF PRIMARY RESPONSIBILITY	COORDINATE WITH OR GET ASSISTANCE FROM
INTOXICATION, Off CIA Premises	Pers. Sec. Div.	SSD (for agent assistance if necessary)
INTOXICATION, On CIA Premises	Phy. Sec. Div.	
LITIGATION	Pers. Sec. Div. (EAB)	If necessary: 1) Gen'l. Counsel 2) Dir. of Pub. Rel.
MENTAL CASES	Pers. Sec. Div.	1) Medical Staff 2) Personnel Office 3) Office of Assign. 4) Dir. of Pub. Rel.
MISSING PERSONNEL	Pers. Sec. Div.	1) SSD for agent assistance 2) Office of Personnel 3) Off. of Assign. 4) Medical Staff 25X1A9A [ ] for police coordination if req'd. 6) Dir. of Pub. Rel. 7) Possibly FBI
PHYSICAL PENETRATION OF CIA PREMISES, Evidence of	Phy. Sec. Div.	
POLICE MATTERS, Minor	Pers. Sec. Div.	Phy. Sec. Div.
POLICE MATTERS, Major	Pers. Sec. Div.	DCI Protect. Unit
POLICE MATTERS, State	SSD	
POLICE MATTERS, Perversion	SRS	Pers. Sec. Div. for info.



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NATURE OF EMERGENCY	UNIT OF PRIMARY RESPONSIBILITY	COORDINATE WITH OR GET ASSISTANCE FROM
PUBLICITY, Unusual or Unfavorable	Pers. Sec. Div. (EAB)	1) Dir. of Pub. Rel. 2) Office concerned
ROBBERY, Home	Pers. Sec. Div.	25X1A9A (for police coordination)
SECURITY VIOLATIONS	Phy. Sec. Div.	
SUICIDES	Pers. Sec. Div.	1) Pub. Rel. Div. 2) Medical Staff 3) Off. of Personnel 4) Off. of Assign. 5) Next of kin on cover 25X1A9A (for police coordination)
TECHNICAL SURVEYS, Requests for	Phy. Sec. Div.	
TRAVELLERS, Request to meet	SSD	
VIOLATIONS, Security	Phy. Sec. Div.	

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